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WESTERN CANADA REGION  
**MAJOR SPILL  
RESPONSE PLAN**

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1984

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WESTERN CANADA REGION  
MAJOR SPILL  
RESPONSE PLAN

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COPY NO. 189

THIS PLAN BELONGS TO \_\_\_\_\_

0064/0065m





8458A

010-001

WESTERN CANADA REGION  
SPILL RESPONSE PLAN

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WESTERN CANADA REGION  
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PURPOSE OF MANUAL

THE PURPOSE OF THIS MANUAL IS TO PROVIDE GENERAL SPILL RESPONSE PLANS WHICH FORM THE BASIS FOR MORE SPECIFIC LOCATION OR FUNCTIONAL PLANS FOR ALL IMPERIAL OIL LTD. DIVISIONS AND SUBSIDIARIES (ECC, EPC, ERCL) IN WESTERN CANADA.

- o This manual provides the basic Esso spill organization, contacts, reporting, and types of responses under different environmental conditions to handle various sizes and severity of spills in the Western Canada Region (Reference Map on pg 020-006) operations. The Western Canada Region includes the provinces of Manitoba (including the Hudson Bay coastline), Saskatchewan and Alberta, the Northwest Territories west of 95 W longitude and the islands south of the north west passage, the province and territorial waters of British Columbia and the Yukon Territory.
- o It is intended mainly for Esso supervisors and management as their prime Esso reference document for spills in Western Canada. It may also be distributed to government agencies and other parties for informational purposes.
- o The response plans contained in this manual are based on the latest information and experiences within Esso and external sources of a practical and realistic nature dealing with spill countermeasures; and take into account the physical and biological environment of Western Canada, the equipment available, its effectiveness and limitations, the broad and extensive experiences of Esso personnel operating in the Region, and the importance of safety.
- o Spills are categorized by potential consequences into levels 1, 2, and 3 (Ref. 030-001) in increasing level of seriousness. This manual deals specifically with level 2 spills but may be of use in level 1 and 3 spills.

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SPECIFIC SPILL  
RESPONSE PLANS

- o In addition to this manual, site specific spill response plans and transportation emergency response plans are available prepared by Imperial Oil Divisions and subsidiaries for all operations of Imperial Oil in Western Canada having any potential for spills.
- o Each site specific spill response plan will contain detailed contingency plans for that site and may contain:
  - specific response strategies for that site, taking into account local physical and biological environmental conditions
  - specific equipment/materials required for above response strategies
  - spill trajectories using local input data
  - sensitivity maps/data as appropriate to assist in prioritizing cleanup effort.
- o These site specific plans are intended as internal documents which will assist Esso personnel involved in any spill response.
- o Esso has developed these response plans to be complimentary and enhance emergency response services from other industries and from governments.

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WESTERN CANADA REGION  
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INTRODUCTION

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UPDATES AND REVISIONS

- o It is the intent of Imperial Oil's Divisions and Subsidiaries to update this manual and test it by suitable exercises on a regular basis. The Esso spill response organization charts and contacts will be updated on a frequent basis as people and telephone numbers change. Revisions of the other sections; on types of responses under summer, winter, land and offshore situations, equipment lists, reporting, etc., will be made as new information or spill countermeasure technology becomes available and is incorporated into Esso's spill response plans.
- o If any errors or omissions are found in this manual please contact the Environmental Coordinators at the following phone numbers:  
(403) 237-3737 Calgary  
(403) 420-8411 Edmonton

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WESTERN CANADA REGION  
SPILL RESPONSE PLAN

## SECTION:

INTRODUCTION

## SUBJECT:

RESOURCES AVAILABLE

- o Esso has access to many sources of assistance, in the way of manpower, expertise, and equipment in the event of a spill in Western Canada.
- o This manual details, under the sections on resources and external contacts, manpower and expertise available within the company and outside in government agencies, private consulting firms and other companies.
- o It is not the intent of this manual to describe the extensive information base on the Western Canadian physical and biological environment and spill countermeasure technology which is available for use in the event of a spill. Esso has ready access to such information on an ongoing basis. As well the company employs full time technical personnel to obtain, maintain and retrieve such data as needed.
- o Further, Esso has access to company owned spill equipment and materials, jointly owned equipment through the Spill Co-ops, Canadian Coast Guard equipment and others in Western Canada as well as other stockpiles owned by Imperial Oil and company Co-ops in Eastern Canada, plus equipment in Alaska and internationally through Exxon. It also participates in the Chemical Industry Transportation Emergency Plan (TEAP) network.
- o The key resource available to Esso in Western Canada is its work force and supervisory personnel, their extensive knowledge of working in the area and their ongoing training in spill countermeasures.

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WESTERN CANADA REGION  
SPILL RESPONSE PLANSECTION:  
SAFETYSUBJECT:  
GENERAL

- o Esso maintains a stringent, on-going safety program within all its operating functions which is built into individual job descriptions and supervisory responsibilities.
- o All personnel involved in a spill response in Western Canada would be briefed on safety procedures and supplied with the proper equipment and clothing before being placed in the field.
- o A safety advisor will be available during a spill to ensure that all applicable safety precaution are met and to advise the on-scene commander or Field Operations Commander in matters of safety of the work force.
- o The safety precautions will be part of the site specific plans and must take into account the nature of the spill. However the following are some precautions for almost any spill:  
One of the most important aspects of Emergency Response safety is a disciplined approach to assessing a problem.

Wear protective clothing, including eye protective equipment whenever in close proximity to spill.

Ensure work force does not become overtired or overwork their physical endurance.

Chemical and organic vapours are usually heavier than air. Self-contained breathing apparatus is required in any confined area. Test for concentrations of hydrocarbon vapours and  $H_2S$  before entering any confined area. Also test for oxygen deficiency.

Set up barricades and warning devices. Keep outsiders away from spill area.

Use only explosion-proof equipment in vicinity of spill.

Keep all sources of ignition away from spill area.

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SAFETYSUBJECT:  
SPILL SAFETY PRECAUTIONS

- o Ground all electrical equipment near spill.
- o Handle cleaned-up products carefully. Avoid build up of static electricity.
- o Use only non-flammable solvents to clean spill equipment.
- o Have first aid equipment, breathing apparatus and appropriate gas detectors at all work sites.

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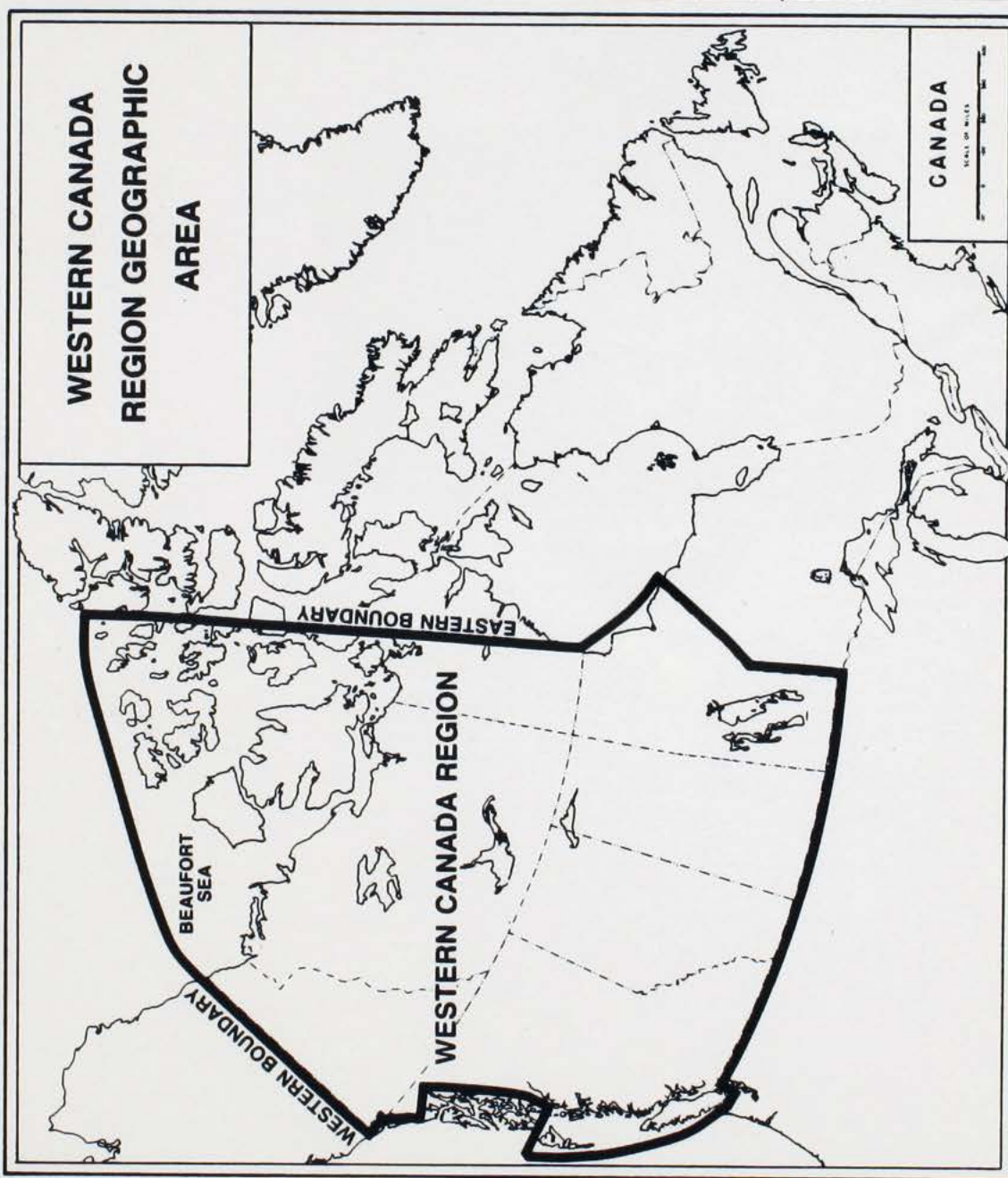
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WESTERN CANADA REGION  
SPILL RESPONSE PLAN

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INTRODUCTION

SUBJECT:  
WESTERN CANADA REGION  
GEOGRAPHIC AREA



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Esso Organization



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WESTERN CANADA REGION  
SPILL RESPONSE PLAN

SECTION:  
ESSO SPILL ORGANIZATION

SUBJECT:  
SPILL RESPONSE LEVELS

The determination of the level of response required in the event of a spill situation depends on several factors, including

- a) spill size
- b) spill location
- c) nature of product spilled
- d) potential of impact to environmentally sensitive areas
- e) political sensitivity of situation

Spills are categorized into three levels, each of which is characterized by a different level of response.

Level 1 - See page 020-001

This is a small incident, involving a limited release of hydrocarbons or chemicals. The local facility response team would contain and clean up the spill. Normally a high level of clean up efficiency would be achieved and most of the spilled material would be recovered. In some circumstances, advice on procedures from external company staff may be required. Spills at this level occur occasionally but present little or no environmental problems.

Examples: - valve leak in a refinery  
- barge loading incident at a dock  
- chemical or hydrocarbon leak from tank truck or tank car

Level 2

This is a medium size incident that is of greater size than can be handled by a single facility. The spilled material may flow outside the plant area and onto surrounding land or water. While a land spill may be readily confined, should the material enter a water body, it can spread rapidly, thus increasing the area of the spill, its environmental impact and public visibility. The potential for outside damage exists, and the incident will attract both media and political attention. Initial response will be by the local Esso response team, supplemented by equipment from the local co-op (if one exists) and the Esso response team personnel. These incidents are infrequent.

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ESSO SPILL ORGANIZATIONSUBJECT:  
SPILL RESPONSE LEVELS

- Examples:
- pipeline break near a river
  - well blow-out which is quickly controlled
  - grounding of a small tanker (Imperial Bedford)
  - derailment of train carrying NH<sub>3</sub> and LPG (not requiring level 3 assistance)

### Level 3

This is a major incident, well beyond the resources of a single facility. The flow of material is uncontrolled, and subsidiary problems such as fire, toxic compounds and safety to personnel complicate the situation. The local team, the co-op's equipment (if a co-op exists), and the Esso regional response team are present and undertake mitigation action. This response may not be adequate and assistance could be required from other industry staff and experts, federal and provincial agencies and other Imperial Oil response teams. The media will be omnipresent and politicians at all levels will be urgently requesting action. Fortunately these situations are extremely rare.

- Examples:
- Kurdistan on the east coast
  - Arrow on the east coast
  - major refinery fire
  - train derailment involving major risk e.g. incident at Mississauga

As can be seen from these examples, the determination of level is not simply the volume of the spill but includes a number of other factors.

Level Assignment Matrix  
Probability of Involvement

Level	Esso Local Team	Local Co-op	Esso Regional Team	Other Esso Regional Teams	External Assistance
Level 1	H	M	L	N	N
Level 2	H	H	H	M	L
Level 3	H	H	H	H	H

H - high  
M - medium  
L - low  
N - none

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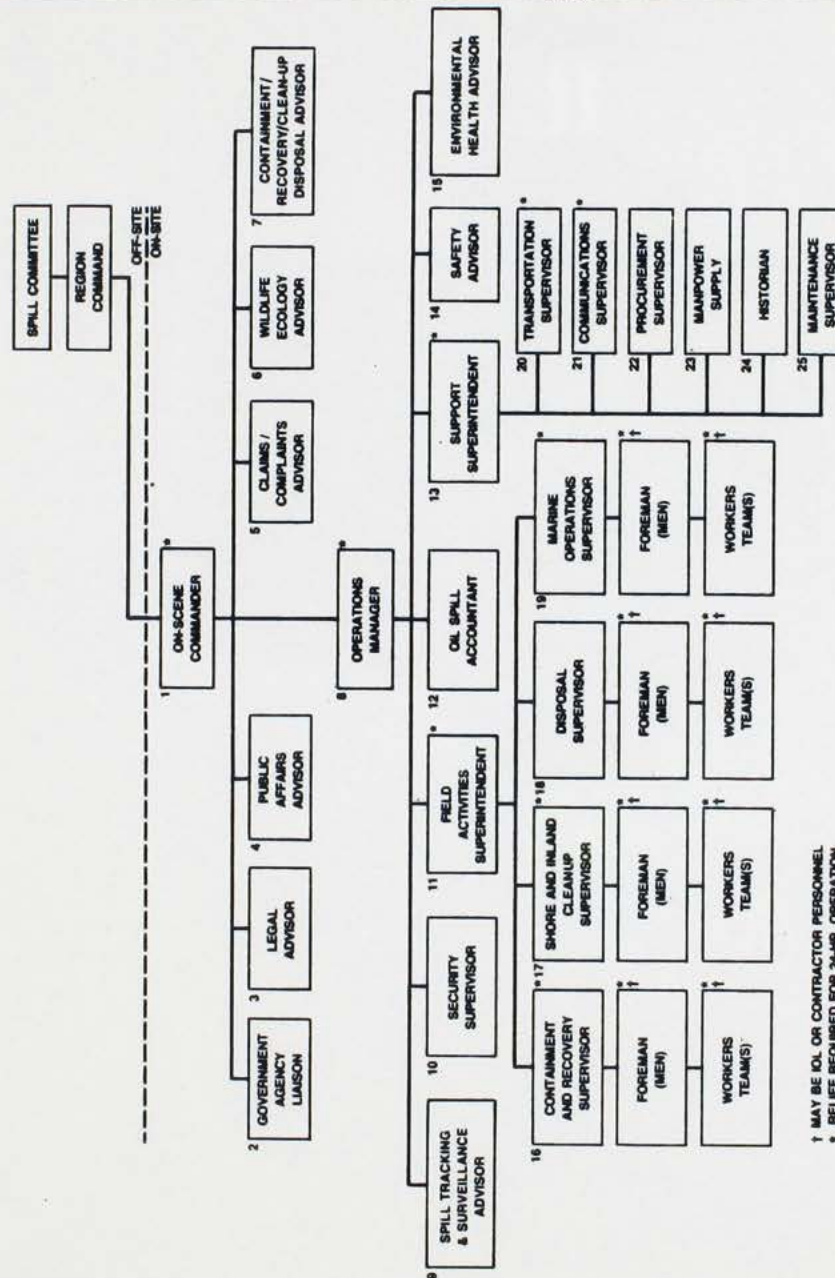
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WESTERN CANADA REGION  
SPILL RESPONSE PLAN

SECTION:

ESSO SPILL ORGANIZATION

SUBJECT:

REGION MAJOR SPILL RESPONSE  
TEAM

## REGION MAJOR SPILL RESPONSE TEAM

† MAY BE ID. OR CONTRACTOR PERSONNEL  
\* RELIEF REQUIRED FOR 24-HR. OPERATION

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REGION MAIN SPILL RESPONSE  
TEAM JOB DESCRIPTIONS

o CENTRAL SPILL COMMITTEE

Unit: Region Major Oil Spill Response Team

Structure and Work Performed

- alerted on request from Region Command. Brings the resources of other functional and staff departments to the assistance of the function responsible for the spill.
- provides contact with senior levels of the Federal and Provincial Governments on policy matters, if such is required.
- provides liaison with other affiliates, departments and subsidiaries as needed to obtain or provide assistance.
- provides policy advice to region command.

o REGION COMMAND

Unit: Region Major Oil Spill Response Team

Structure and Work Performed

- consists of the senior management of the function, at the Region level, responsible for the incident.
- provides policy direction to the On-Scene Commander, including interpretation of Company policy, defining extent of clean-up and liability, legal and insurance aspects.
- provides contact with senior levels of the Provincial Government and Region Federal Government on policy matters, if such is required.
- if required, can call upon the Head Office Oil Spill Committee via Head Office functional management.

o ON-SCENE COMMANDER

Unit: Region Major Oil Spill Response Team

No. of Empl. on Job: 1 person with adequate relief for 24 hr.  
operation

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1 ON-SCENE COMMANDER (Cont'd)

Title of Immediate Supervisor: His Functional Management in Region Command

Scope of Responsibility

Responsible for the implementation, effectiveness and cost of the entire oil spill clean-up operation.

Has complete authority over clean-up personnel at the spill scene.

Work Performed (Duties and Responsibilities)

- evaluates the initial situation and assesses the magnitude of the problem.
- will activate the response plan and call out the key personnel in the response team, as he deems appropriate to meet the situation.
- develops the overall plan of action for the containment and clean-up of the specific incident (utilizing field observers); and delegates the responsibility of putting the plan into effect to the key personnel in the response team.
- ensures that the assigned responsibilities are carried out and that coordination exists between supervisory team members.
- acts as the spokesman with the public, media and government agencies.
- authorizes the release of any information relevant to the operation.

Skills Required

- 1) management and leadership skills as well as organizational skills
- 2) good communication skills
- 3) thorough knowledge of oil spill response process
- 4) some hands-on experience with actual oil spill situations or simulated exercises





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TEAM JOB DESCRIPTIONS

## 1 ON-SCENE COMMANDER (Cont'd)

Training Requirements and Resource Material if Required

- 1) Public Relations and Communication courses
- 2) routine oil spill exercise simulations (at least once/year)
- 3) On-Scene Commander simulation course (decision-making training for various oil spill scenarios)
- 4) Texas A&M oil spill training course or equivalent
- 5) oil spill clean-up technology update courses, videos, etc.
- 6) Hazardous Materials Control Course - Texas A & M
  - IOL media communications course
  - Must be familiar with the following training videos:
    - o Contingency Planning
    - o Safety at the Spill Scene, Parts I and II
    - o Public Relations at the Spill Scene

Ongoing Training:

- Must participate in at least one simulated spill exercise per year
- Canadian Coast Guard - Marine Emergency Management Course recommended
- Attended oil spill technology and hazardous materials courses on a periodic basis, to keep up with the latest technology, e.g. AMOP conference, International Oil Spill Conference, EPS seminars on Chemicals Spills, etc.

2 GOVERNMENT AGENCY LIAISONUnit: Region Major Oil Spill Response TeamNo. of Empl. on Job: 1 personTitle of Immediate Supervisor: On-Scene CommanderScope of Responsibility

Responsible for liaison with the various government agencies and ensures that the relevant regulations are being followed.

Work Performed (Duties and Responsibilities)

- proceeds to the spill site on notification from the On-Scene Commander and will obtain the initial reports of the spill.

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## 2 GOVERNMENT AGENCY LIAISON (Cont'd)

- ensures that all the appropriate regulatory and government bodies have been notified of the spill.
- will keep informed on the requirements, policies and regulations of federal, provincial and other governmental bodies.
- seeks approval from appropriate government agencies as directed for specific operations which are subject to regulations, such as the use of dispersants, waste disposal, re-routing of traffic, etc.
- is the prime contact for liaison with the government agencies for the release of information and for obtaining the necessary requirements, policies and regulations.
- conducts observation tours of the spill site, where safety permits, for the government agency representatives.
- ensures an adequate record is kept and a diary is maintained.

### Supervision Received

Responsible to the On-Scene Commander for liaison with the appropriate government agencies, the necessary contacts for which are listed in the Region Contingency Plan.

### Skills Required

- 1) communications skills are essential
- 2) thorough knowledge of government agencies and regulations
- 3) established contacts in government agencies (job related)

### Training Requirements and Resource Material if Required

- IOL media communications course.
- Be familiar with PACE video "Public Relations at the Spill Scene".
- Must pre-establish contacts in both federal and provincial government agencies (re emergency response).
- Must be familiar with IOL overall corporate spill response plans and policy guidelines.

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TEAM JOB DESCRIPTIONS3 LEGAL ADVISORUnit: Region Major Oil Spill Response TeamNo. of Empl. on Job: 1 personTitle of Immediate Supervisor: On-Scene CommanderScope of Responsibility

Responsible for judging any anticipated legal action that would result from the spill and/or clean-up and providing the necessary advice to handle these matters.

Work Performed (Duties and Responsibilities)

- advises the On-Scene Commander, Operations Manager, Field Activities Superintendent and Support Superintendent on all legal aspects related to the clean-up activities.
- becomes familiar with all aspects of the spill and the procedures used to judge those that would anticipate legal action.
- as requested, provides legal advice to the claims and complaints advisor on settlements that are open to doubt.
- provides any additional legal advice to the On-Scene Commander as requested.

Supervision Received

Responsible to the On-Scene Commander for providing legal advice on the various aspects relating to the spill and its clean-up.

Skills Required

- must be a lawyer
- thorough knowledge of all legal aspects related to clean-up activities, i.e. pollution regulations, claim settlements, etc.
- good public relations and communications skills

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TEAM JOB DESCRIPTIONS3 LEGAL ADVISOR (Cont'd)Training Requirements and Resource Material if Required

- must be familiar with provincial and federal spill legislation as well as Environmental Acts.
- must be familiar with International Conventions such as the Civil Liability Convention and the Fund Convention, as well as other agreements such as TOVALOP and CRISTAL.
- must be familiar with the PACE video, "Public Relations at the Spill Scene".

Ongoing Training:

- must participate in all routine spill simulations
- must keep up-to-date re provincial, federal, and international regulations.

4 PUBLIC AFFAIRS ADVISORUnit: Region Major Oil Spill Response TeamNo. of Empl. on Job: 1 person and assistants (if required)Title of Immediate Supervisor: On-Scene CommanderScope of Responsibility

Responsible for the release of information to the news media and other audiences on aspects of the spill and its clean-up.

Work Performed (Duties & Responsibilities)

- is liaison with the news media, local population; assisting forces, such as the police or fire department; and special interest groups, such as citizens groups; for providing information on the oil spill and its clean-up.
- assists the On-Scene Commander in the preparation and release of information and advises the operations personnel on-site on the public relations aspects of the spill situation.

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TEAM JOB DESCRIPTIONS

4 PUBLIC AFFAIRS ADVISOR (Cont'd)

- provides written releases, after approval by the On-Scene Commander, to the media and other audiences as required.
- makes arrangements to provide a press room, ensuring that maps and telephones are readily available.
- provides full cooperation with the media and other audiences in the manner prescribed by Public Relations policy at the spill site in the Oil Spill Contingency Plan.

Supervision Exercised

May require Public Affairs assistants on-site or at Region Command.

Supervision Received

Responsible to the On-Scene Commander for the release of information, the procedures for which are given in the Contingency Plan and the PACE Training Videotape, "Public Relations at the Spill Scene".

Skills Required

- 1) normal PR skills
- 2) preferably has some knowledge of oil spill clean-up technology and the oil spill emergency response process
- 3) must be familiar with IOL corporate environmental policy

Training Requirements and Resource Material if Required

- must be familiar with IOL's Spill Response Policy and Environmental Protection Policy.
- must be familiar with details of the Region Major Spill Response Plan, as well as have an understanding of IOL's Corporate Plans.
- must be familiar with the PACE video, "Public Relations at the Spill Scene", and the ECC public relations package prepared for CCPA emergency response seminar.

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TEAM JOB DESCRIPTIONS4 PUBLIC AFFAIRS ADVISOR (Cont'd)

- must be familiar with external emergency response services or plans such as -

TEAP  
PGAC  
JOSREP

\* these details should be documented in a Public Relations Information Kit.

Ongoing Training

- must participate in all routine spill simulations or field exercises.

5 CLAIMS AND COMPLAINTS ADVISORUnit: Region Major Oil Spill Response TeamNo. of Empl. on Job: 1 personTitle of Immediate Supervisor: On-Scene CommanderScope of Responsibility

Responsible for liaison with the Commercial Insurance Adjuster on all claims and complaints that have arisen from the spill or the clean-up operation.

Work Performed (Duties and Responsibilities)

- is the prime contact for the receipt of complaints and claims by outside agencies, individuals, etc. that have arisen from the spill or clean-up operation. Will refer the handling of all claims to the Commercial Insurance Adjuster.
- will provide company policy direction to the Commercial Claims Adjuster on claims arising from the spill and will maintain liaison with him.
- responsible for taking appropriate action promptly on all complaints but will not make any claim settlement payments.

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TEAM JOB DESCRIPTIONS5 CLAIMS AND COMPLAINTS ADVISOR (Cont'd)

- will notify Legal Advisor if insurance settlement is open to doubt.
- advises field personnel on the proper handling of claims and complaints and the work procedures required to minimize future claims.

Supervision Exercised

Does not exercise direct supervision, but will maintain liaison with and provide company policy direction to the Commercial Insurance Adjuster.

Supervision Received

Responsible to the On-Scene Commander for liaison with the Commercial Insurance Adjuster. Guidance can be obtained from the Legal Advisor and the Insurance Division of the Treasurer's Department in Head Office.

Skills Required

- knowledge of Company policy with respect to claims and insurance

Training Requirements and Resource Material if Required

- must be familiar with PACE video, "Public Relations at the Spill Scene".
- must be familiar with claims and insurance procedures as directed by Treasurer's Department.

Ongoing Training:

- participation in routine spill simulations and field exercises.

6 WILDLIFE AND ECOLOGY ADVISOR

Unit: Region Major Oil Spill Response Team

No. of Empl. on Job: 1 person

Title of Immediate Supervisor: On-Scene Commander

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TEAM JOB DESCRIPTIONS6 WILDLIFE AND ECOLOGY ADVISOR (Cont'd)Scope of Responsibility

Responsible for liaison with various government and environmental agencies on matters relating to wildlife and for ensuring that harm to wildlife and ecology is kept to a minimum.

Work Performed (Duties and Responsibilities)

- Main contact with government and natural resource agencies on matters related to wildlife.
- initiates and coordinates any field surveys, on-site impact assessments, etc. to identify the locations and the degree of actual and potential harm as related to wildlife/ecological concerns.
- oversees the Company's responsibilities and input in implementing and carrying out the necessary actions to prevent or reduce wildlife mortality.
- advises On-Scene Commander on status of wildlife/ecological effects.
- will ensure adequate records are kept and a diary is maintained.

Supervision Exercised

Supervises such additional support, in terms of environmental consultants, etc. as required.

Supervision Received

Responsible to the On-Scene Commander for matters related to the harmful consequences of the spill to wildlife.

Skills Required

- background in biology/ecology
- thorough knowledge of fate and effects of oil spills with respect to wildlife
- risk analysis for dispersant usage

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6 WILDLIFE AND ECOLOGY ADVISOR (Cont'd)

Training Requirements and Resource Material if Required

- must be familiar with the fate and effect of oil and dispersed oil in the marine environment.
- must be familiar with ecologically sensitive areas within the region and have access to the sensitivity maps.
- must be familiar with Exxon Spill Clean-up Manuals, Volumes III and V.
- must be familiar with animal rehabilitation centres, bird cleaning techniques, and other consultants offering such expertise.

Ongoing Training

- participate in all routine spill simulations and field exercises
- keep up-to-date on fate and effects literature, oil spill dispersants.
- attend:
  - Oil Spill Conference and Workshops, as appropriate
  - EPS seminars on chemical spills

7 CONTAINMENT/RECOVERY/CLEAN-UP/DISPOSAL ADVISOR

Duties and Responsibilities

Overall Scope of Responsibility:

Provides expertise as to the optimum methodology for the containment/recovery/clean-up and disposal of the spilled material.

Work Duties:

- Acts in an advisory capacity to the On-scene Commander on all matters pertaining to:
  - o containment
  - o recovery
  - o clean-up
  - o disposal

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7 CONTAINMENT/RECOVERY/CLEAN-UP/DISPOSAL ADVISOR (Cont'd)

- Based on an assessment of the location and amount of product spilled, recommends methods to be used to contain and recover the material, including quantity and deployment of equipment, material, and manpower.
- Provides advice as to the use of chemical dispersants in combatting oil spills O kind, type and quantity of chemical to be used, as well as recommend application methods and dosage rates.
- Acts in an advisory capacity on all matters pertaining to waste disposal.
- Continuously evaluates the containment, recovery and clean-up operation and recommends modifications and improvements, as required.
- Maintains continuous close contact with the Containment and Recovery Supervisor, the Shore and Inland Clean-up Supervisor, the Disposal Supervisor and with the Government Agency Liaison (approval for the use of dispersants, recommended disposal methods and sites, etc.)

Skills Required:

- Thorough knowledge of oil spill response technology as well as hazardous material spill technology (including LPG).
- Hands-on experience with actual spill situations or simulated exercises.

Minimum Training Requirements:

- Oil Spill Control Course - Texas A & M
- Hazardous Materials Control Course - Texas A & M
- OSC computer-assisted learning course.
- Must be familiar with the Exxon Chemical Dispersant Workshop material, as well as the Exxon Oil Spill Clean-up Manuals, Volumes I-V.



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TEAM JOB DESCRIPTIONS7 CONTAINMENT/RECOVERY/CLEAN-UP/DISPOSAL ADVISOR (Cont'd)

- Must be familiar with the ASTM "guide to the Safe Handling of Hazardous Materials Accidents" STP 825, as well as the NFPA decision chart for emergency situations.

Ongoing Training:

- Must participate in at least one simulated spill exercise per year.
- Attend the annual AMOP Conference, International Oil Spill Conference every two years, as well as technical seminars on hazardous materials.

8 OPERATIONS MANAGERUnit: Region Major Oil Spill Response TeamNo. of Empl. on Job: 1 person with adequate relief for 24-hr. operationTitle of Immediate Supervisor: On-Scene CommanderScope of Responsibility

Responsible for all field operations in the clean-up of the oil spill.

Work Performed (Duties and Responsibilities)

- directs the Oil Spill Response Team in containment, clean-up and disposal operations including operational support.
- develops a plan of action with the On-Scene Commander and implements it through the Field Activities Superintendent and the Support Superintendent.
- conveys all appropriate information and relays orders to the Field Activities Superintendent and Support Superintendent

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JOB DESCRIPTIONS8 OPERATIONS MANAGER (Cont'd)

- keeps the On-Scene Commander informed at all times
- responsible for the safety and security of all field operations at the spill site, on recommendations from the Safety Advisor and Security Supervisor.
- Ensures that adequate records are kept and a diary is maintained.

Supervision Exercised

Gives general supervision and priorities to the Field Activities Superintendent, Support Superintendent, Safety Advisor, Security Supervisor and Oil Spill Accountant.

Supervision Received

Works under the general direction of and receives priorities from the On-Scene Commander.

Skills Required

- knowledge of oil spill containment and clean-up
- management and leadership skills
- hands-on experience with oil spill clean-up

Training Requirements and Resource Material if Required

- Oil Spill Control Course - Texas A & M
- Hazardous Material Control Course - Texas A & M
- OSC computer-assisted learning course (available from ERCL)
- Must be familiar with the following training videos:
  - o Contingency Planning
  - o Safety at the Spill Scene, Parts I and II
  - o Public Relations at the Spill Scene
- Must be familiar with the Exxon Oil Spill Clean-Up Manuals, Volumes I-V.

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JOB DESCRIPTIONS8 OPERATIONS MANAGER (Cont'd)Ongoing Training:

- Must participate in at least one simulated spill exercise per year.
- Attend oil spill and hazardous materials refresher courses, as available.

9 SPILL TRACKING AND SURVEILLANCE ADVISORDuties and Responsibilities

- prepares large scale maps and charts of affected area, showing current position of all spilled oil.
- arranges, through Procurement Supervisor, surveillance of the spill movement by air, sea, and land, as required.
- tracks spilled oil from surveillance reports, predicts future movements, and designates those areas which have a potential for being affected.
- using maps and charts, provides reports to the Operations Manager on a regular basis.

Skills Required

- physical sciences background, with extensive knowledge in the fields of oceanography, meteorology, physics, as well as computer technology.

Minimum Training Requirements

- must be familiar with Exxon Oil Spill Clean-up manuals Volumes II, III and IV.
- must be familiar with oil spill spreading and trajectory modelling.
- must be familiar with remote sensing techniques and state-of-the-art equipment.

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JOB DESCRIPTIONS8 OPERATIONS MANAGER (Cont'd)

- must be familiar with gaseous chemical plume dispersion computer models and their potential applications with regards to IOL product spills.

Ongoing Training

- must participate in all simulated or field exercises
- remain abreast with the technology via attending Oil Spill Conferences, and related seminars and workshops.

10 SECURITY SUPERVISORUnit: Region Major Oil Spill Response TeamNo. of Empl. on Job: 1 personTitle of Immediate Supervisor: Operations ManagerScope of Responsibility

Responsible for ensuring that all security matters related to the spill operations are carried out and maintained.

Work Performed (Duties and Responsibilities)

- establishes procedures for security at the central command post, equipment depots and field operation sites.
- supervises contract security personnel.
- acts as liaison with local police forces for security to prevent loss of equipment, and to control unauthorized access to spill site.
- ensures that adequate security records are kept and a diary is maintained.

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JOB DESCRIPTIONS10 SECURITY SUPERVISOR (Cont'd)Supervision Exercised

Gives specific orders and instructions to hired security personnel for the tasks to be performed.

Supervision Received

Works under the general supervision of and receives priorities from the Operations Manager.

Skills Required

- basic knowledge of safety and security required for oil spill response

Training Requirements and Resource Material if Required

- job related
- security kit which contains signs, passes or badges, etc.
- must participate in regular training exercise

11 FIELD ACTIVITIES SUPERINTENDENT

Unit: Region Major Oil Spill Response Team

No. of Empl. on Job: 1 person with adequate relief for 24-hr. operation

Title of Immediate Supervisor: Operations Manager

Scope of Responsibility

Responsible for the effective containment, recovery and clean-up operations at the spill site.

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11 FIELD ACTIVITIES SUPERINTENDENT (Cont'd)

Work Performed (Duties and Responsibilities)

- is instructed by the Operations Manager on the plan of action.
- implements the contingency plan to coordinate the overall operation of the containment, recovery and clean-up operations.
- assigns foremen on the recommendations of the Field Supervisors from either company or contractor personnel.
- directs Field Supervisors to take effective clean-up action.
- keeps on close contact with the Operations Manager and Support Superintendent.
- responsible for ensuring that all containment, recovery and clean-up operations are being conducted in a safe manner.
- ensures that adequate records are kept and a diary is maintained.

Supervision Exercised

Gives supervision to the Field Supervisors.

Supervision Received

Works under the general supervision of and receives priorities from the Operations Manager.

Skills Required

- thorough knowledge of oil spill clean-up technology
- supervisory skills
- actual hands-on experience

Training Requirements and Resource Material if Required

- Major Oil Spill Control course - Lambton College
- Transportation of Dangerous Goods - Emergency Response Course - Lambton College



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TEAM JOB DESCRIPTIONS11 FIELD ACTIVITIES SUPERINTENDENT (Cont'd)

- Must be familiar with the following training videos:
  - o Contingency Planning
  - o Safety at the Spill Scene - Parts I and II
  - o Public Relations at the Spill Scene
  - o Boom Deployment
  - o Oil Spill Clean-up - offshore exercise
  - o EPA - Oil Spill disposal
- Study the Dupont "Rhythm Individualized Training" manuals/slides/tapes - emergency response

Ongoing Training

- Must participate in routine spill response exercises.
- Refresher courses on emergency response and oil spill clean-up technology.

12 OIL SPILL ACCOUNTANTUnit: Region Major Oil Spill Response TeamNo. of Empl. on Job: 1 personTitle of Immediate Supervisor: Operations ManagerScope of Responsibility

Acts as "Office Manager" on spill response team. In addition to defined specific responsibilities, carries out other tasks as required in an emergency as delegated by the Operations Manager.

Work Performed (Duties and Responsibilities)

- arranges identification of accounts to be used to collect and accumulate under one control the cost of all clean-up work. Analyses and verifies total to records maintained on a monthly basis.
- establishes cash working fund and arranges for his appointment as custodian through the Treasurer's Department.

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TEAM JOB DESCRIPTIONS12 OIL SPILL ACCOUNTANT (Cont'd)

- designs accounts and records in such a manner that costs may be accumulated which will provide a break-out of costs necessary to satisfy periodic financial reporting and Insurance requirements.
- assists in establishing base office and facilities to be used by management team. Arranges for casual stenographic/telephone operator etc. assistance.
- analyses contractors' current costs to date figures. Prepares, as required, reports of estimated cumulative costs to date.
- advises contractors of the details of costs they must provide to satisfy Insurance and other requirements.
- establishes necessary controls to validate materials, equipment, consumables etc. chargeable to the clean-up.
- maintains records of contractors employees used on a cost plus basis including "fully-loaded" rates of pay to permit estimates of costs on a current basis.
- Frequent contact with insurance adjusters.
- In frequent contact with Comptroller's Management and Treasurer's Departments of the Company and government accountants.

Supervision Exercised

Normally none, but magnitude of spill could dictate assistance required. Makes recommendations for added staff. Supervises any part-time office help which may be required.

Supervision Received

Works under the general supervision of and receives priorities from the Operations Manager. Performs accounting work using general guidelines only. Refers to accounting manuals and established accounting principles. Establishes own work methods and priorities consistent with nature and type of disaster. Work is subject to review for adherence to accepted practices and general effectiveness.

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TEAM JOB DESCRIPTIONS12 OIL SPILL ACCOUNTANT (Cont'd)Skills Required

- accounting/auditing/filing skills
- must be familiar with IOL accepted business practices

Training Requirements and Resource Material if Required

- job related
- accountant's kit with standard forms for receipts, man-hours, rental agreements, cheques, etc.
- must participate in regular oil spill exercises

13 SUPPORT SUPERINTENDENTUnit: Region Major Oil Spill Response TeamNo. of Empl. on Job: 1 person (with adequate relief for 24-hr operation)Title of Immediate Supervisor: Operations ManagerScope of Responsibility

Responsible for the prompt supply of all equipment, manpower and materials required for the clean-up operation as determined by the Operations Manager.

Work Performed (Duties and Responsibilities)

- is instructed by the Operations Manager on the plan of action and the supplies that are immediately required.
- implements contingency plan to supervise all support staff activity to supply the Field Activities Superintendent with the equipment, supplies and men requested to accomplish the necessary tasks.
- relays all equipment, manpower or other requests to the relevant support supervisors.

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TEAM JOB DESCRIPTIONS13 SUPPORT SUPERINTENDENT (Cont'd)

- responsible for authorizing use of aircraft and helicopters.
- responsible for setting up a command post.
- keeps the Operations Manager informed at all times.
- keeps in close contact with the Field Activities Superintendent, Oil Spill Accountant and Operations Manager.
- ensures that adequate records are kept and a diary is maintained.

Supervision Exercised

Gives supervision to the support staff, i.e. the Transportation Supervisor, the Communications Supervisor, the Procurement Supervisor, the Manpower Supplier, the Historian and the Maintenance Supervisor.

Skills Required

- must have basic knowledge of oil spill clean-up equipment and contractors who provide this equipment

Training Requirements and Resource Material if Required

- regular update of recent advances in oil spill equipment
- must maintain an up-to-date list of contractors and equipment suppliers
- must participate in regular oil spill exercises
- must become familiar with other Emergency Response Capabilities:  
TEAP  
PGAC  
Exxon Equipment  
BP Stockpile

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TEAM JOB DESCRIPTIONS14 SAFETY ADVISORUnit: Region Major Oil Spill Response TeamNo. of Empl. on Job: 1 personTitle of Immediate Supervisor: Operations ManagerScope of Responsibility

Responsible for providing expertise on the safe practices to be followed in all operations for the oil spill clean-up.

Work Performed (Duties and Responsibilities)

- acts in an advisory capacity on all matters pertaining to safety
  - e.g.
    - proper practices/conditions
    - personal protective equipment
    - hazards inherent in the emergency situation
- inspects operations to ensure conditions and practices meet minimum acceptable standard.? (May stop any deviant activities that, if continued, could lead to serious consequences).
- may receive and relay manufacturer's instructions to cope with hazards inherent to the products involved.
- coordinates first aid requirements:
  - advises of the need for, and location of, first aid stations;
  - provides lists of doctors, ambulances, hospitals, Fire Departments and any other emergency services available in the area; and,
  - as required, makes contact with them to indicate possible need for their services.
- reports, investigates and records all incidents.
- at the conclusion of the emergency response, analyses deficiencies and recommends procedure or equipment changes to be made prior to a future emergency.
- carries out such other activities as requested by the Operations Manager.

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TEAM JOB DESCRIPTIONS14 SAFETY ADVISOR (Cont'd)Skills Required

- thorough knowledge of safe operating practices

Training Requirements and Resource Material if Required

- job related
- must participate in regular oil spill exercises

15 ENVIRONMENTAL HEALTH ADVISORScope of Responsibility

- responsible for identifying and evaluating potentially hazardous conditions to personnel at the spill scene as well as potential impacts on the general public.

Duties and Responsibilities

- advises the Operations Manager of the potential health hazards to spill response personnel.
- recommends appropriate health and safety precautions for personnel working at the spill scene.
- provides supplementary advice to the Safety Advisor regarding specialized protective equipment or special safe handling procedures for a specific petrochemical.
- monitors response personnel's exposure to hydrocarbon vapours or chemical vapours at the clean-up or containment site, as well as downwind concentrations impacting on a community.
- identifies evacuation requirements if deemed necessary and advises the Operations Manager.
- provides the contact for assistance from IOL Medical Department and Exxon Research and Environmental Health Division (re toxicological information).

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15 ENVIRONMENTAL HEALTH ADVISOR (Cont'd)

Skills Required

- industrial hygienist with field experience.

Minimum Training Requirements

- to be determined by IOL Safety and Occupational Health Department.

Ongoing Training

- must participate in spill response simulations and field exercises.

16 CONTAINMENT AND RECOVERY SUPERVISOR

Unit: Region Major Oil Spill Response Team

No. of Empl. on Job: 1 person with adequate relief for 24-hr. operation

Title of Immediate Supervisor: Field Activities Superintendent

Scope of Responsibility

Responsible for providing the expertise and direction to all field crews for all aspects of equipment deployment, for containment and recovery operations, both on land and water.

Work Performed (Duties and Responsibilities)

- provides expertise to the Operations Manager and Field Activities Superintendent and directs field crews; on boom deployment - including techniques for anchoring and placement in water (e.g. angling to current), selection of sites to deploy boom and type of boom to be used; on recovery operations such as skimmers, dispersants and absorbents; and on land containment and recovery procedures, such as trenching, diking, etc.
- directs company employees and any contractor company that may be employed for the containment and recovery operation.

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TEAM JOB DESCRIPTIONS

16. CONTAINMENT AND RECOVERY SUPERVISOR (Cont'd)

- approves all contractor time sheets and receipts for equipment used.
- ensures adequate records are kept and a diary is maintained.

Supervision Exercised

Gives work direction to company and any contractor company personnel employed as foremen for the containment and clean-up operation.

Supervision Received

Works under the supervision of the Field Activities Superintendent.

Skills Required

- hands-on experience with oil spill equipment such as oil spill boom and skimmers, etc.
- supervisory skills
- knowledge of latest equipment and techniques

Training Requirements and Resource Material if Required

- Major Oil Spill Response Course - Lambton College or equivalent
- Emergency Response Course - Lambton College or equivalent
- must be familiar with the following videos:
  - o Containment and Removal of Spilled Oil from Water
  - o Boom Deployment
  - o Oil Spill Recovery from Under River Ice
  - o Oil Spill Clean-up Offshore Exercise
  - o Containment in a Creek

17. SHORE AND INLAND CLEAN-UP SUPERVISOR

Unit: Region Major Oil Spill Response Team

No. of Empl. on Job: One person with adequate relief for 24-hr. operation

Title of Immediate Supervisor: Field Activities Superintendent

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TEAM JOB DESCRIPTIONS

17 SHORE AND INLAND CLEAN-UP SUPERVISOR (Cont'd)

Scope of Responsibility

Responsible for providing the expertise and direction to all field crews for all aspects of an efficient shoreline and in-land clean-up operation.

Work Performed (Duties and Responsibilities)

- provides expertise to the Operations Manager and Field Activities Superintendent and directs field crews on shoreline and in-land clean-up using specialized techniques such as: high pressure water, steam, detergents, etc. to efficiently clean-up the contaminated areas such as: docks, marinas, sea walls, rocky and sandy beaches, roads, gardens, etc.
- directs company employees and any contractor company that may be employed for the shoreline and in-land clean-up operation.
- approves all contractor time sheets and receipts for equipment used.
- ensures adequate records are kept and a diary is maintained.

Supervision Exercised

Gives work direction to company and any contractor company personnel employed as foremen for clean-up operations.

Supervision Received

Works under the supervision of the Field Activities Superintendent.

Skills Required

- thorough knowledge of oil spill clean-up technology and specialized techniques for clean-up operation
- supervisory skills necessary, i.e. experience with contractors

Training Requirements and Resource Material if Required

- Inland Oil Spill Response Course - Lambton College or equivalent

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TEAM JOB DESCRIPTIONS17 SHORE AND INLAND CLEAN-UP SUPERVISOR (Cont'd)

- Major Oil Spill Response Course - Lambton College or equivalent
- must be familiar with Exxon Oil Spill Clean-up Manuals Volumes II and IV, as well as the CONCAWE "Guide to Coastal Oil Spill Control and Clean-up Techniques".

Ongoing Training

- participate in all spill response simulations and field exercises.

18 DISPOSAL SUPERVISORUnit: Region Major Oil Spill Response TeamNo. of Empl. on Job: One personTitle of Immediate Supervisor: Field Activities SuperintendentScope of Responsibility

Responsible for providing advice and supervision to ensure that an acceptable, safe and legal waste disposal operation is performed for recovered oil and oiled debris.

Work Performed (Duties and Responsibilities)

- advises Operation Manager on the locations at which temporary storage facilities for recovered oil should be set up and obtains any government approvals necessary.
- arranges waste disposal sites for oiled debris with the Provincial and Municipal Governments and finds out the conditions that have to be followed.
- arranges contracts with waste disposal contractors to haul and dispose of all the waste material and supervises their activities.
- responsible for obtaining any transportation required for hauling the waste material not supplied by the contractor, e.g. railroad tank cars.





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TEAM JOB DESCRIPTIONS18 DISPOSAL SUPERVISOR (Cont'd)

- supervises total disposal operation.
- approves contractor time sheets and receipts for equipment used.
- ensures that adequate records are kept and a diary is maintained.

Supervision Exercised

Gives work direction to company and any contractor company personnel hired as foremen for the waste disposal operation.

Supervision Received

Works under the supervision of the Field Activities Superintendent. Utilizes predetermined, temporary and permanent, disposal sites listed in the Contingency Plan and NEELS.

Skills Required

- must be familiar with transportation equipment, regulations, and disposal methods for oily debris
- supervisory skills

Training Requirements and Resource Material if Required

- must keep informed of latest disposal and transportation equipment
- info from IOL training sessions
- must be familiar with Exxon Oil Spill Cleanup Manual Volume IV
- must be familiar with the PACE video "Public Relations at the Spill Scene" bulletin #10 "Guidelines for Oiled Debris Disposal".
- must participate in routine oil spill exercises

19 MARINE OPERATIONS SUPERVISOR

Unit: Region Major Oil Spill Response Team

No. of Empl. on Job: One person with adequate relief for 24-hr. operation.

Title of Immediate Supervisor: Field Activities Superintendent

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TEAM JOB DESCRIPTIONS19 MARINE OPERATIONS SUPERVISOR (Cont'd)Scope of Responsibility

Responsible for the physical containment of the spilled product at the stricken vessel and for providing advice on the type of marine craft and the docking facilities that would be required and the safety practices that must be followed in their use.

Work Performed (Duties and Responsibilities)

- directs company employees or any contractor company employed to contain the spilled product at the stricken vessel.
- liaison with the Marine Department and informs the Field Activities Superintendent on the status of the vessel recovery operation and advises him on any action that would be required.
- advises the Field Activities Superintendent, the Containment and Recovery Supervisor and the Procurement Supervisor on the type of marine craft that would be required and the safety practices that must be followed for the marine operations performed.
- advises the Field Activities Superintendent on any additional docking facilities that would be required.
- approves all contractor time sheets and receipts for equipment used.
- ensures that adequate records are kept and a diary is maintained.

Supervision Exercised

Gives work direction to company and any contractor company personnel as foremen to contain the spilled product at the stricken vessel.

Supervision Received

Works under the supervision of the Field Activities Superintendent.

Skills Required

- ship captain with thorough knowledge of marine pollution regulations and oil spill containment technology
- must be familiar with safety procedures for ship lightening, salvage, etc.





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TEAM JOB DESCRIPTIONS19 MARINE OPERATIONS SUPERVISOR (Cont'd)Training Requirements and Resources if Required

- Chemical Carrier Safety Course - Lambton College
- Petroleum Tanker Safety Course - Lambton College
- must be familiar with the PACE videos "Safety at the Spill Scene, "Parts I and II
- must be familiar with the PACE Guideline Bulletin #11 "Oil Tanker Operations re Oil Spill Containment and Clean-up"

Ongoing Training

- participate in all spill response simulations and field exercises.

20 TRANSPORTATION SUPERVISORUnit: Region Major Oil Spill Response TeamNo. of Empl. on Job: One person with adequate relief for 24-hr. operationTitle of Immediate Supervisor: Support SuperintendentScope of Responsibility

Responsible for obtaining the necessary vehicles and for utilizing them for the safe, reliable and efficient transportation of men and materials at the spill site.

Work Performed (Duties and Responsibilities)

- as directed, obtains and assigns mobile equipment, cars, trucks, aircraft and small boats and schedules unassigned vehicles for maximum utilization.
- implements contingency plan to ensure that men and materials can be efficiently transported to or from a requested site.
- keeps in close contact with the Field Activities Superintendent, Manpower Supplier, Communications Supervisor and Procurement Supervisor.

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TEAM JOB DESCRIPTIONS20 TRANSPORTATION SUPERVISOR (Cont'd)

- arranges for refuelling and maintenance requirements for aircraft, watercraft and road transport.
- arranges transportation for visitors, media and government to view and inspect the field operations.
- ensures that authorization has been obtained from the Support Superintendent for use of aircraft.
- responsible for providing or setting up adequate docking facilities, in coordination with the Marine Supervisor, helicopter pads or any other facilities that are required.
- ensures that an adequate record is kept of all actions taken.

Supervision Exercised

Supervises directly unassigned drivers used on site.

Supervision Received

Works under the supervision of the Support Superintendent.

Skills Required

- familiarity with acquisition of all possible modes of transportation

Training Requirements and Resource Material if Required

- job related
- updated list of contractors, going rates, etc.
- must participate in routine oil spill exercises

21 COMMUNICATIONS SUPERVISORUnit: Region Major Oil Spill Response TeamNo. of Empl. on Job: One person with adequate relief for 24-hr. operation



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21 COMMUNICATIONS SUPERVISOR (Cont'd)

Title of Immediate Supervisor: Support Superintendent

Scope of Responsibility

Responsible for establishing, operating and maintaining an effective communications network at the spill site.

Work Performed (Duties and Responsibilities)

- implements contingency plan to ensure that an effective communications network is set up at the On-Scene Commander's H.Q. using telephones, mobile units, two-way radios, etc.
- ensures that all supervisors, foremen and advisors who are in the field and require the use of a radio, receive on.
- keeps track of all radio equipment issued.
- responsible for the maintenance and trouble-shooting of the equipment.
- prepares the necessary equipment requisitions and contacts the electronics equipment supplier directly to meet the needs.
- appoints and supervises staff to serve as telephone operators at H.Q. on a 24-hr. basis. This will include an operator familiar with helicopter dispatch (if required).
- engage and supervise any contract electronic maintenance personnel required.

Supervision Exercised

Gives specific orders and instructions to the staff of operators, plus contract electronic maintenance personnel.

Supervision Received

Works under the supervision of the Support Superintendent.

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JOB DESCRIPTIONS21 COMMUNICATIONS SUPERVISOR (Cont'd)Skills Required

- technical background with experience in two-way radio communications
- should be able to set-up, operate and trouble-shoot portable radio communication systems

Training Requirements and Resource Material if Required

- specialized training in communications offered by GE/Motorola/Scott Page, etc.
- routine exercises for the set-up and operation of co-op radio communication systems 1-2 yr
- familiar with PACE Guideline Bulletin #6 "Directions for use of Oil Spill Radio Frequencies and Equipment"

22 PROCUREMENT SUPERVISORUnit: Region Major Oil Spill Response TeamNo. of Empl. on Job: 1 personTitle of Immediate Supervisor: Support SuperintendentScope of Responsibility

Responsible for obtaining, purchasing and expediting the materials and services required by the appropriate members of the response team to clean up the spill in an efficient and effective manner.

Work Performed (Duties and Responsibilities)

- implements contingency plan to ensure that the necessary equipment and supplies are obtained with the minimum of delay.
- keeps in close contact with the Field Activities and Support Superintendents, Communications Supervisor and Transportation Supervisor.

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TEAM JOB DESCRIPTIONS22 PROCUREMENT SUPERVISOR (Cont'd)

- responsible for purchasing at the spill site. Should cash payments be required, makes the necessary arrangements with the Oil Spill Accountant.
- responsible for establishing a central receiving point(s) for the equipment.
- ensures that persons are available to check the receiving goods.
- responsible for obtaining food and accommodation facilities.
- alerts the required service contractors.
- ensures that adequate records of purchases are kept and that these are promptly given to the Oil Spill Accountant.

Supervision Exercised

Gives specific orders and instructions to any hired clerical and warehouse personnel.

Supervision Received

Works under the supervision of the Support Superintendent. Utilizes resources of company i.e. Central or Region Purchasing Dept., equipment catalogues and inventories such as NEELS.

Skills Required

- experience with IOL purchasing procedures

Training Requirements and Resource Material if Required

- job related
- must participate in routine oil spill training exercises

23 MANPOWER SUPPLIER

Unit: Region Major Oil Spill Response Team

No. of Empl. on Job: 1 person

Title of Immediate Supervisor: Support Superintendent

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030-003

SECTION:  
ESSO ORGANIZATIONSUBJECT:  
REGION MAIN SPILL RESPONSE  
TEAM JOB DESCRIPTIONS23 MANPOWER SUPPLIER (Cont'd)Scope of Responsibility

Responsible for obtaining and maintaining an adequate pool of personnel to perform the necessary tasks required to clean up the spill.

Work Performed (Duties and Responsibilities)

- implements contingency plan to ensure that the necessary manpower is available to perform the necessary tasks.
- keeps projected manpower requirements filled on a daily basis from contractors and Imperial facilities.
- contacts recognized labour pools such as Canada Manpower, general labour contractors, etc.
- ensures that accurate records of the personnel hired and financial arrangements with contractors are kept and passed on to the Oil Spill Accountant.

Supervision Received

Works under the supervision of the Support Superintendent and contacts can be obtained from the contingency plan.

Skills Required

- must be familiar with sources of available manpower

Training Requirements and Resource Material if Required

- job related
- must participate in routine oil spill exercises

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030-003

SECTION:  
ESSO ORGANIZATIONSUBJECT:  
REGION MAIN SPILL RESPONSE  
TEAM JOB DESCRIPTIONS24 HISTORIANUnit: Region Major Oil Spill Response TeamNo. of Empl. on Job: 1 personTitle of Immediate Supervisor: Support SuperintendentScope of Responsibility

Responsible for maintaining a complete and accurate record of all events that occur. Final record should be in chronological order and supported with as much quantitative data as possible (pictures, prose, interviews, notes, tapes, tests, etc.).

Final record should be detailed enough to answer the following:

- Statement of each place oil was found upon the waters or the adjoining shore.
- The equipment used to remove the above oil; dates and number of hours equipment was used. (Information provided by Oil Spill Accountant).
- The number of persons employed in the removal of oil from each location, including their identity, employer, and the number of hours worked at that location. (Information provided by Oil Spill Accountant).
- The disposal of the oil removed, including a daily accounting of the quantities. (Information provided by Disposal Supervisor).
- Environmental damages that were attributed to the spill and clean-up operations.

Work Performed (Duties and Responsibilities)

- begin recording events upon arriving on the scene.

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SECTION:  
ESSO ORGANIZATIONSUBJECT:  
REGION MAIN SPILL RESPONSE  
TEAM JOB DESCRIPTIONS24 HISTORIAN (Cont'd)

- during the initial hours, place major emphasis on obtaining equipment (35 mm. cameras and high-speed colour film, cassette tape recorders and tapes, record books, etc.), obtaining and giving directions to assistants as needed. Obtain information such as shore facilities, detailed maps, tidal, currents, weather prediction and other useful information.

Special Requirements

Capable of taking good quality pictures and slides is desirable. Shorthand or ability to take accurate, detailed notes is an advantage. Should have access to good quality photographic and portable cassette tape recording equipment and know how to use it effectively.

Supervision Exercised

Gives specific orders and instructions to any hired help, such as commercial photographers.

Supervision Received

Works under the supervision of the Support Superintendent. Receives direction from the Claims and Complaints Advisor and/or Legal Advisor to record the necessary information for future claims settlements and anticipated legal suits.

Skills Required

- organizational/record keeping skills
- basic skills in photography

Training Requirements and Resource Material if Required

- must participate in oil spill simulation exercises
- must have a kit consisting of: tape recorder, camera, record books, and an up-to-date list of commercial photographers.



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030-003

SECTION:  
ESSO ORGANIZATIONSUBJECT:  
REGION MAIN SPILL RESPONSE  
TEAM JOB DESCRIPTIONS25 MAINTENANCE SUPERVISORUnit: Region Major Oil Spill Response TeamNo. of Empl. on Job: 1 personTitle of Immediate Supervisor: Support SuperintendentScope of Responsibility

Responsible for the effective repair, maintenance and required alterations of the equipment used at the spill site.

Work Performed (Duties and Responsibilities)

- supervises any mechanical or trades personnel required at the spill site for the maintenance or repair of IOL equipment. Will assist in the maintenance or repair of contractor equipment.
- advises on maintenance requirements of equipment used in the field.
- keeps records of work performed by contract maintenance personnel.

Supervision Exercised

Gives specific orders and instructions to the maintenance personnel, either company or contractor as required.

Supervision Received

Works under the supervision of the Support Superintendent. Work requests may be received from the Field Activities Superintendent, Field Supervisors or Foremen.

Skills Required

- safety oriented

Training Requirements and Resource Material if Required

- job related
- up-to-date listing of oil spill equipment manufacturers and contractors
- may be requested to participate in field exercises as required

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SECTION:  
ESSO ORGANIZATIONSUBJECT:  
REGION MAIN SPILL RESPONSE  
TEAM JOB DESCRIPTIONS26 FOREMANUnit: Region Major Oil Spill Response TeamNo. of Empl. on Job: As many as requiredTitle of Immediate Supervisor: Field SupervisorScope of Responsibility

Responsible for ensuring that the Field Supervisors' directions are carried out.

Work Performed (Duties and Responsibilities)

- supervises the crew that has been assigned to him by one of the Field Supervisors.
- implements the containment, recovery, clean-up or disposal procedures as directed by the Field Supervisor.
- approves all time sheets and requisitions for Esso manpower, and equipment.
- informs Field Supervisor on any change in conditions and manpower and equipment requirements.
- informs Maintenance Supervisor on any equipment repairs or alterations that are required.
- ensures all personnel, in his crew, engaged in the field operations follow established safety practices for working with and around petroleum products.

Supervision Exercised

Gives specific orders and instructions to the workers assigned to him for the tasks to be performed.

Supervision Received

Receives work direction from the Field Supervisor.

Would be contractors

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040

Initial Action  
All Spill



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040-001

WESTERN CANADA REGION  
SPILL RESPONSE PLAN

SECTION:  
INITIAL ACTION FOR LEVEL 2  
SPILLS

SUBJECT:  
INITIAL RESPONSE BY SUPERVISOR,  
FOREMAN OR SUPERINTENDENT

Upon notification of incident assess likely seriousness (minor, moderate, major) by first hand observations or by receiving input from others near spill site.

1. ALL SPILLS

- o if minor (Level 1) initiate containment and cleanup immediately utilizing Esso equipment and personnel (referring to local contingency plan)
- o notify appropriate Esso Management and prepare supervisors investigation spill report.
- o Ensure that appropriate regulatory reporting procedures have been followed.

2. SPILLS GREATER THAN LEVEL 1

- o it is assumed that all appropriate actions for level 1 will have been taken.
- o if moderate (Level 2) initiate containment and cleanup immediately utilizing Esso equipment and personnel to minimize initial spreading. Note: At this level, this manual will become the primary guide.
- o a designated on-scene commander then assumes responsibility for coordinating response.
- o if deemed warranted request resources under the Western Canada Esso regional response plan and other agencies such as spill co-ops and TEAP.

3. SPILLS GREATER THAN LEVEL 2

- o if major (Level 3) request resources external to Western Canada if required.
- o notify appropriate Imperial Oil Management.

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050

Reporting





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050-001

WESTERN CANADA REGION  
SPILL RESPONSE PLANSECTION:  
SPILL REPORTING LEVEL 2SUBJECT:  
SUMMARY

The function that has the spill will be responsible for all reporting.  
The following recipients should be considered:

<u>Time of Report</u>	<u>Recipient</u>
1. <u>At the Time of the Incident</u>	Function Management
"	Local Government (Police, Fire, Emergency Services)
"	Provincial Government if applicable
"	Federal Government if applicable
"	Media if appropriate
2. <u>During and After Incident</u>	Fulfill Requirements Described in Section 030 003 (On-Scene Commander and Government Liaison)

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060-001

WESTERN CANADA REGION  
SPILL RESPONSE PLANSECTION:  
EXTERNAL CONTACTSSUBJECT:  
KEY GOVERNMENT AGENCIES AND  
CONTACTS

<u>AREA</u>		<u>FEDERAL GOVERNMENT AGENCY</u>	<u>PHONE NO.</u>
<u>OTTAWA</u>			
DIAND	A. Jones	Director, Renewable Resources, Branch	(819)-997-0339
	Y. Dube	Director-General Northern Environment	(819)-997-9381
COGLA	M.J. Ruel	Director-General Environmental Protection	(613)-993-3760
	S.D. Gill	Chief Emergency Response	(613)-993-3760
EPS	R.A. Beach	Manager National E.E. Centre (Hull)	(819)-997-3742
	K.M. Meikle	Chief, Environmental Emergencies Technology	(613)-998-9622
Canadian Coast Guard	M. Greenham	Manager Emergency Operation	(613)-922-9743
<u>THE NORTHWEST TERRITORIES</u>			
COGLA Yellowknife	M. Thomas	Manager Northern Region	(403)-920-8178
EMO-NWT	M. Hewitt		(403)-873-7619
DIAND Yellowknife	A. Redshaw	Senior Advisor Environment and Conservation	(403)-920-8233 Telex 034-45623
EPS Yellowknife	B. Wilson	District Director	(403)-873-3456
GNWT Yellowknife	M. Smith	Chief Pollution Control 24 Hr.	(403)-873-7654 (403)-920-8130

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SECTION:  
EXTERNALSUBJECT:  
KEY GOVERNMENT AGENCIES AND  
CONTACTS

<u>AREA</u>	<u>AGENCY</u>	<u>PHONE NO.</u>
<u>THE NORTHWEST TERRITORIES (Cont'd)</u>		
Canadian Coast Guard, Tuk	C. Clement Manager NTCL Tuk	(403)-977-2442
Canadian Coast Guard, Hay River	H. Dubinsky District Manager	(403)-874-2406
<u>THE YUKON</u>		
EPS Whitehorse	C. Wykes District Director	(403)-667-6487
GYT Whitehorse	D. Bell Commissioner	(403)-667-5121

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SECTION:  
EXTERNAL CONTACTSSUBJECT:  
KEY GOVERNMENT AGENCIES AND  
CONTACTS

<u>AREA</u>	<u>AGENCY</u>	<u>TELEPHONE NUMBER</u>	
<u>BRITISH COLUMBIA</u>	o Canadian Coast Guard - 24 hour	(604)-666-6011(1) Marine (604)-926-0962	
	o <u>B.C. MINISTRY OF ENVIRONMENT</u>		
	o Provincial Emergency Program-24 hour	(604)-387-5956(1) Land	
	o Waste Management Branch	(604)-387-4321	
	o E.P.S. REGION ENVIRON. EMERGENCY COORD. 24 hour	(604)-666-1370 (604)-666-6100	
	o FISHERIES AND OCEANS CANADA 24 hour	(604)-666-6097 (604)-666-2185	
	o R.C.M.P. Vancouver	24 hour (604)-264-3111	
	o FIRE COMMISSIONER 24 hour	(604)-251-3131	
	o ENERGY, MINES & PETROLEUM RESOURCES	(604)-387-6242	
	o EMERGENCY PLANNING F.D. COOPER REGIONAL DIRECTOR; CANADA; VICTORIA	(604)-388-3624	
	<u>ALBERTA</u>	o R.C.M.P. - Edmonton	(403) Z-50000(1) (403)-479-9300
		o DISASTER SERVICES 24 hour	(403)-427-2772 (403)-455-7181
		o FIRE COMMISSIONER	(403)-427-8392
		o ALBERTA ENVIRONMENT	(403)-427-2739 or 1-800-222-6514
o E.P.S. (R. Nixon) Environmental Emergency Coordinator (Edmonton) R.K. Lane Regional Director		(403)-420-2580 (403)-420-2570	
o EMO T.D. Egner		(403)-427-2772	

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SECTION:  
EXTERNAL

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SUBJECT:  
KEY GOVERNMENT AGENCIES AND  
CONTACTS

<u>AREA</u>	<u>AGENCY</u>	<u>TELEPHONE NUMBER</u>
<u>ALBERTA</u> (Cont'd)	o EMERGENCY PLANNING CANADA; J.M. Hoffman Regional Director, Edmonton	(403)-420-2570
	o ENERGY RESOURCES CONSERVATION BOARD	
	Edmonton	(403)-427-0200
	Calgary	(403)-297-8132
	o CANADIAN COAST GUARD	
	Vancouver; J.C. Young; Regional Manager	(604)-666-6011
	Emergency Operation	
	Victoria; L.E. Slaght; District Manager	(604)-388-3292
	Prince Rupert; E. Harris District Manager	(604)-624-9146
	o ALTA. DISASTER SERVICES K. Sheedy	(403)-427-2772
o FED. DISASTER SERVICES R.B. Wilson	(403)-428-7990	
o ALTA. ENERGY & NATURAL RESOURCES W.N. Barnes	(403)-427-3587	
<u>SASKATCHEWAN</u>	o R.C.M.P. - Prince Albert	(306)-763-6414
	- Saskatoon	(306)-665-7171
	- Regina	(306)-569-5563
	o DISASTER SERVICES	(306)-565-5417
	o DEPARTMENT OF ENVIRONMENT	(306)-523-9676 or 1-800-667-3503(1)
	o FIRE COMMISSIONER	(306)-565-4516
	o E.P.S. - Regina	(306)-359-6466
	- Edmonton - 24 Hour	(403)-420-2580
	o EMO G. Hagen	(306)-566-9563
	o R.C.M.P. - Winnipeg	(204)-949-5400
- Brandon	(204)-728-2250	
- Dauphin	(204)-638-4501	
<u>MANITOBA</u>		

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SECTION:  
EXTERNALSUBJECT:  
KEY GOVERNMENT AGENCIES AND  
CONTACTS

<u>AREA</u>	<u>AGENCY</u>	<u>TELEPHONE NUMBER</u>
<u>MANITOBA</u> (Cont'd)	o EMERGENCY MEASURES ORGANIZATION (Will notify all interested Provincial and Federal Agencies)	(204)-284-2070 24 Hr. (204)-944-4888(1)
	o FIRE COMMISSIONER	(204)-944-3322
	o DEPARTMENT OF ENVIRONMENT AND; D. Ediger WORKPLACE SAFETY AND HEALTH; 24 Hr.	(204)-944-7042 (204)-944-4888
	o E.P.S.	(204)-949-2961 or (204)-985-2961
	o EMO                      Henry Eckert	(204)-994-4789

NOTE: (1) Prime ContactsDATE:  
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Esso Contacts  
And Manpower



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WESTERN CANADA REGION  
SPILL RESPONSE PLANSECTION:  
CONTACTS & MANPOWERSUBJECT:  
CONTACTS FOR MANPOWER AND  
EQUIPMENTKEY CONTACTS

These Contacts will be responsible for requesting or obtaining assistance from or for their divisions and from other Imperial Oil Divisions.

	<u>Area Code</u>	<u>Office</u>	<u>Home</u>
<u>Esso Chemical</u>			
24 Hr.	519	339-2145	
<u>West Coast</u>			
24 Hr.	604	664-3986	
R.L. Karadimas	604	664-3986	987-8278
B.W. Robinson	604	939-3311	931-2772
R.A. Pope	604	664-4136	530-7994
A.R. Bolton	604	664-3975	277-1147
<u>Prairies</u>			
<u>Esso Petroleum Canada</u>			
24 Hr.	403	420-8110	
J.B. MacDonald	403	420-8827	459-4130
D.W. Plunkett	403	468-5185	467-5482
R.A. Peters (Strathcona)	403	465-8332	434-9663
H.R. Lingley (Strathcona)	403	465-8363	464-6543
<u>Esso Resources Canada Limited</u>			
24 Hr.	403	259-0671	
W.K. Ross	403	237-4867	238-3708
A.R. Teal	403	237-4875	938-5512
<u>Beaufort</u>			
24 Hr.	403	977-7500	
R.A. Wilkes	403	977-2581/87	
<u>Norman Wells</u>			
24 Hr.	403	587-2561	
G. Minter	403	587-2561	587-2413

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SECTION:  
ESSO CONTACTS & MANPOWERSUBJECT:  
CONTACTS FOR MANPOWER &  
EQUIPMENTKEY CONTACTS

	<u>Area Code</u>	<u>Office</u>	<u>Home</u>
<u>Other Northwest Territories</u>			
Esso Petroleum Canada D.B. Johnson	403	420-8434	467-7549
<u>Toronto - Head Office</u>			
24 Hr.	416	968-4111	
G.R.H. Fern	416	468-4410	

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SECTION:  
ESSO CONTACTS & MANPOWERSUBJECT:  
CONTACTS FOR MANPOWER &  
EQUIPMENTESSO CHEMICAL CANADA CONTACTS FOR ASSISTANCE

<u>A. AGRICULTURAL CHEMICALS</u>	<u>AREA CODE</u>	<u>OFFICE</u>	<u>RESIDENCE</u>
<u>AGRICULTURAL CHEMICALS COMPLEX</u>			
Office	403	998-6111	
24 Hour Emergency	403	998-6020	
Telex: 037-3563			
J.S. Kalf	403	998-6238	998-1924
M.W. Chorlton	403	998-6027	998-3698
TEAP	403	471-0511	
J.R. Webber (Celanese)			
<u>BLOOM, MANITOBA TERMINAL</u>			
Office	204	252-2711	
24 Hour Emergency	403	998-6020	
Telex: 075-5640			
A. Klassen	204	252-2711	857-4739
<u>CLAVET, SASKATCHEWAN TERMINAL</u>			
Office	306	931-3228	
24 Hour Emergency	403	998-6020	
Telex: 074-21659			
L. Rosenthal	306	931-3228	374-7387
<u>CANUTEC, OTTAWA</u>	613	996-6666	
<u>CHEMTREC, U.S.A.</u>	800	424-9300	

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SECTION:  
CONTACTS & MANPOWERSUBJECT:  
CONTACTS FOR MANPOWER AND  
EQUIPMENTESSO CHEMICAL CANADA CONTACTS FOR ASSISTANCE

	<u>AREA CODE</u>	<u>OFFICE</u>	<u>RESIDENCE</u>
<u>VANCOUVER, BRITISH COLUMBIA</u>			
- IOCO REFINERY			
A. Sholund	604	939-3311	939-2960
K. Beattie	604	939-3311	299-6786
- LOUGHEED TERMINAL			
J. Klassen	604	664-4158	939-5480
G. Funk	604	664-4137	435-0302
- REGION ENVIRONMENTAL ADVISOR			
Ron Bolton	604	664-3975	277-1147
 <u>B. OTHER CHEMICALS</u>			
<u>SARNIA CHEMICAL PLANT</u>			
Gate 318 - 24 Hour Emergency	519	339-2145	
or	519	339-4493	
 <u>CANUTEC (CANADIAN TRANSPORT EMERGENCY CENTRE)</u>			
Transport Dangerous Goods - 24 Hour	613	996-6666	
Information	613	992-4624	

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SECTION:  
ESSO CONTACTS & MANPOWERSUBJECT:  
CONTACTS FOR MANPOWER AND  
EQUIPMENTESSO CHEMICAL CONTACTS FOR DISPERSANT SUPPLYCONTACTS

<u>Facility/Location</u>	<u>Name</u>	<u>Office</u>	<u>Home</u>
ECC - Edmonton Office	J.A. Tod	(403) 420-8734	(403) 436-6821
(Back-Up)	D.A. Kulak	(403) 420-8708	(403) 487-9809
ECC - Toronto Office	J.R. Haggerty	(416) 488-6600	(416) 889-6092

OILSPILL DISPERSANT SUPPLY - COREXIT 9527  
- (COREXIT 9550 Awaiting Approval)

	<u>Inventory</u>	<u>Available</u>
Houston Chemical Plant 8230 Stedman Street HOUSTON, Texas	1. 200 - 55 U.S.G. Drums Min.	24 Hours, By Air
<u>Contacts</u> C.A. Bilderbach Office: (713) 931-7601  Technology Support G.P. Lindblom Office: (713) 671-8501	2. 600 - 55 U.S.G Drums for Gulf Clean Co-op (300 - Avail. in Emergency)  3. Raw Material for further 200 Drums	24 Hours, By Air  48 Hours, By Air

In CanadaTrailersCanadian Coast Guard  
Emergencies

1. 4000 U.S.G. - ST. JOHNS, Nfld.
2. 3000 U.S.G. - ST. JOHN, N.B.
3. 4000 U.S.G. - QUEBEC CITY, P.Q.
4. 4000 U.S.G. - VICTORIA, B.C.

ContactKevin Smith, OTTAWA, Ontario  
24 Hour No. (613) 992-9743

Note: Use of Dispersants must be approved by appropriate government  
authorities prior to application.

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